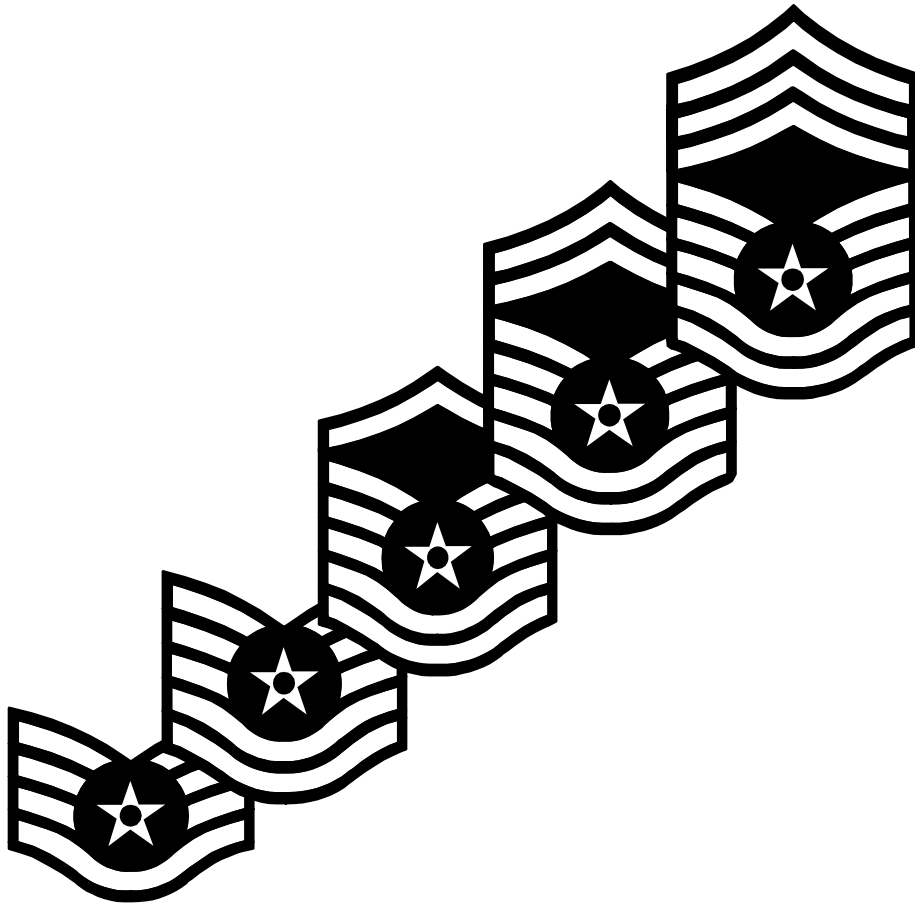


**INSTRUCTIONS FOR ADMINISTERING
AIR FORCE PROMOTION TESTS
(SKTs, PFEs, and USAFSEs)**

AFPT 250, 1 JAN 04



SUPERSEDES AFPT 250, 15 AUG 03, WHICH IS OBSOLETE

SPECIAL NOTICE

TEST CONTROL OFFICERS (TCOs), TEST EXAMINERS (TEs), SPECIAL TCOs (STCOs), AND TEST PROCTORS

The success of the Air Force testing program depends upon the strict control of test materials and proper test administration. Test scores that do not reflect the true knowledge of the individual examinee provide false information upon which promotion, assignment, training, and other personnel actions may rely heavily.

The score obtained on a promotion test is of critical importance to the examinee's promotion opportunity. Each examinee is entitled to a fair and equitable opportunity for measurement of his or her knowledge for promotion purposes. To ensure this opportunity, **comply with all testing guidance and procedures in AFI 36-2605, *Air Force Military Personnel Testing System*; All-TCO letters and messages; and this test administration instructions booklet.**

It is the responsibility of test administration personnel and examinees to adhere to all provisions and prohibitions regarding test compromise. Failure to comply with these responsibilities is a violation of AFI 36-2605 and punishable under the Uniform Code of Military Justice (UCMJ).

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**INSTRUCTIONS FOR ADMINISTERING
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(SKTs, PFEs, and USAFSEs)**

I. TESTING ELIGIBILITY

Test security and control as outlined in AFI 36-2605 require that every effort be taken to minimize potential test compromise by ensuring promotion tests are not administered to ineligible personnel. Because eligibility changes daily and testing products identifying testing eligibility and testing requirements are prepared several weeks prior to actual testing, it is critical that MPFs establish a procedure where the promotions section verifies eligibility and requirements shortly before the actual testing date. This will ensure that ineligible members are not tested and other members are not administered the wrong test.

II. ADMINISTRATION INSTRUCTIONS

A. Testing Sequence. Perform the following tasks in the order listed during each test administration session:

1. Identify certifying and witnessing officials to destroy Promotion Fitness Examination (PFE) and USAF Supervisory Examination (USAFSE) booklets.
2. Read instructions for filling out the Weighted Airman Promotion System (WAPS) Test Verification Report on Individual Person (RIP 1566).
3. Read instructions for filling out AF Personnel Test (AFPT) 851, Enlisted Promotion Testing Answer Sheet.
4. Administer the test.
5. Collect answer sheets, test booklets (including maps and oversized illustration inserts), scratch paper, pencils, and RIPs.
6. Make sure examinees sign their RIP/AF Form 1566.
7. Allow examinees to complete AFPTs 230, AFPT Query.
8. Dismiss examinees after testing once you have accounted for all Controlled Test Material. If they are scheduled for another test, allow them a 15-minute break.

B. Time Required

Read instructions and pass out materials	30 minutes
Administer PFE or USAFSE	1 hour 45 minutes
Take break	15 minutes
Read instructions and pass out materials	30 minutes
Administer Specialty Knowledge Test (SKT)	1 hour 45 minutes
TOTAL TIME	4 hours 45 minutes

NOTE: For large groups, allow more time for administrative functions. However, never change the actual testing time limit (1 hour 45 minutes).

C. TE's Checklist

1. Perform the following tasks before testing:
 - a. Review this test administration instructions booklet; AFI 36-2605; AFPAM 36-2620, *Air Force Military Personnel Testing Procedures*; and applicable messages and memorandums. Know what to do in case of a test interruption (refer to Part III of these instructions).
 - b. Review the All-TCO Letter for AFPTs authorized for use. Obtain the correct number and revision of AFPTs to be administered. Administer only current promotion tests (i.e., AFPT edition date and revision number must correspond to the promotion cycle for which testing is being conducted). Tests are only valid for 1 year from the date on the booklet cover. **Do not administer obsolete tests.**
 - c. Make sure the required table space is available. Check the applicable All-TCO Letter for SKTs requiring additional table space.
 - d. Obtain any special equipment or materials needed. Do not allow examinees to use their own personal special equipment or materials when taking an SKT. ("Special equipment or materials" also include maps, oversized illustration inserts, and additional table space requirements.)
 - (1) Check the applicable All-TCO Letter for instructions when special equipment or materials are required. These instructions give the source from which the special equipment or materials are provided or stock numbers to use in ordering items through supply channels. When a stock number is given, it is followed by "or equivalent" to allow the use of equivalent items furnished by supply sources. Stock item information is also contained on the inside front cover of all AFPTs which require the use of special equipment. These AFPTs are identified by a "stop sign" symbol containing the words "SPECIAL INSTRUCTIONS" on the front cover of applicable test booklets.
 - (2) Make sure any special equipment or materials are available to examinees before scheduling them for testing.
 - (3) Make sure enough hand-held electronic calculators and a sufficient number of spares are operable and available for those SKTs authorizing use of calculators.
 - e. Ensure SKTs that have been used for other administrations contain no marks.
 - f. Display any locally developed visual aids.
 - g. Check AFPT 237, Testing Roster, or the locally prepared machine listing of eligibles.
 - h. Obtain stock of blank answer sheets (AFPTs 851) and RIPs.
 - i. Lay out sharpened number 2 pencils and scratch paper.
 - j. Check timepiece (electric timer, stopwatch, electric wall clock, or sweep-second-hand watch). When possible, use a timer with an auditory signal.
 - k. Inspect the testing room.
 - l. Assign test proctors to their areas.
2. Before reading the instructions for examinees, complete the following actions:
 - a. Allow examinees to enter the testing room. However, do not allow them to bring any materials (e.g., books, notebooks, pads, calculators, beepers, cell phones, etc.) into the testing room.

b. Tell examinees that smoking, eating, or drinking is not allowed in the testing room. Also inform examinees that they may not write on scratch paper provided for testing prior to actual test administration start time.

c. Positively identify each examinee by comparing his or her DD Form 2AF, US Armed Forces Identification Card, against the social security number (SSN) on the RIP (if preprinted) and SSN on the test roster (or machine listing). Ensure the member's ID card has not expired. If the card has expired, advise the member to obtain a new ID card and reschedule him/her to test for the next available test date. Ensure examinees are in an authorized uniform (AFOSI agents must be tested in civilian clothes).

d. Have each examinee initial AFPT 237, Testing Roster, in the "CHECK-IN" column or initial the machine listing.

e. Issue each examinee an answer sheet (AFPT 851) and RIP (if appropriate).

f. For SKTs, give the correct test booklet to each examinee, and tell examinees not to open their test booklets until told to do so. For PFEs and USAFSEs, follow the procedures in Step 3 below.

g. Make sure each examinee has only the required materials.

h. Provide any special instructions for local testing room procedures.

3. Before administering the PFEs or USAFSEs, complete the following actions:

a. Identify the required test booklets for a testing session and bring only needed booklets to the test room. PFE and USAFSE booklets for no-shows must remain sealed and are returned to the safe after the testing session. If test booklet security container is located in another location, TEs may bring extra booklets for use as needed as long as the security of test booklets is maintained.

b. Distribute PFE or USAFSE booklets only after all examinees are seated.

c. Select two examinees according to the last digit of their SSNs using the methodology in the following example: Testing is conducted on 13 Feb 02. The TE uses the last digit of the day of the month to identify random individuals. In this example, the TE selects the first two individuals on the test roster whose SSN ends in a "3." If there aren't two members whose SSN ends in a "3," he or she proceeds to SSNs that end in a "4" and so on until two members have been selected. NOTE: Examinees selected as the certifying and witnessing officials for E-5, E-6, and E-7 test cycles must be taking both an SKT and PFE if PFE booklets are not destroyed until after the SKT administration. Individuals who refuse to serve as certifying/witnessing officials will be rendered ineligible to compete for promotion until the next promotion cycle.

d. After the certifying and witnessing officials have been selected, ask them to verify each PFE or USAFSE booklet is sealed. The certifying and witnessing officials may then assist the TE in distributing the test booklets as individuals come forward to verify their identity and sign for test materials. Only an examinee may open a sealed PFE or USAFSE booklet and only when instructed to do so by the TE. Inform certifying and witnessing officials that they will also verify booklets are destroyed at the end of the testing session. If the certifying/witnessing officials fail to return after testing, please inform their first sergeant or unit commander for resolution. Continue with the destruction of the test booklets with the remaining certifying/witnessing official and annotate on the test roster that the certifying/witnessing official failed to return to verify booklet destruction.

e. Do not issue to any examinee a PFE or USAFSE booklet whose seal is broken or torn if it appears that the contents of the booklet could have been accessed or appears to have been altered in any way. If the seal is torn or broken and it appears that the contents could have been accessed, initiate a test compromise investigation according to the procedures in AFI 36-2605 upon completion of the testing session and turn over the booklet to the AFOSI until completion of the investigation. Upon completion of

the investigation, if the AFOSI has determined the booklet will not be needed later as evidence, the TCO and a witnessing official will take possession of the booklet and then destroy following established test booklet destruction procedures. All changes in possession of Controlled Test Material must be documented on AF Form 310, Document Receipt and Destruction Certificate, or official memorandum. Tests returned after an investigation must be destroyed within 1 day of the date of return. Annotate this destruction on an AF Form 310 (or official memorandum) and forward a copy to AFOMS/TEA.

D. Instructions for Examinees. In the following instructions, read aloud those directions that are indented and in *italics*. Your instructions are in **bold face** and contained within parentheses (); do not read these aloud. Use your natural voice and **do not depart from the printed text**. Do not modify or skip any part of these instructions except as indicated.

Note that instructions which apply to some tests, but not others, appear in rounded frames.

(START:)

Within the past 24 hours, has anyone experienced a condition that is verifiable and genuinely stressful and that you feel makes you incapable of testing at this time? For example, have you just been notified of a death or serious illness in your immediate family? **(TE: Do not administer a test to an examinee who has just experienced some condition that is verifiable and genuinely stressful. Reschedule the examinee for testing at a more appropriate time.)**

(PAUSE, THEN SAY:)

If you feel sick and think it may affect how you do on your test, you may be excused now to report to the _____. **(TE: Indicate “clinic” or the appropriate facility. The clinic or the appropriate facility should verify the examinee’s visit before you reschedule the examinee for testing.)** *You should not take your test today if you are not feeling well at this time. You must obtain verification of your condition from a medical facility before your testing can be rescheduled. Upon verification, I will reschedule you for testing at a later date.*

(PAUSE, THEN SAY:)

Is there anyone who has just completed a full day’s work before reporting for testing? **(TE: Do not administer a test to an examinee who has just completed a full day’s work. Reschedule the examinee for testing at a more appropriate time.)**

(PAUSE, THEN SAY:)

It is important that you pay close attention to all the instructions I am about to give. Raise your hand and ask questions if you do not understand something. Inform me immediately if your ability to effectively complete the test is affected by high noise level, poor lighting, extreme heat or cold, or some other distraction.

(PAUSE, THEN SAY:)

You will start by verifying or completing your RIP/AF Form 1566. If you have any other pencils or pens out, please put them away and use the pencils that have been provided to you. After these actions are completed, you will begin taking your test. Do not bubble in any answers until told to begin testing. Your testing session will be terminated if you do so. The information you will be providing is subject to the Privacy Act. **(TE: Read the following Privacy Act statement to the examinees.)**

AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and Executive Order 9397.

PRINCIPAL PURPOSE: Provides a systematic means of notifying airmen for promotion testing

and provides a permanent record of testing or nontesting.

ROUTINE USES: None.

DISCLOSURE IS VOLUNTARY: However, election not to complete the form constitutes refusal to test and renders the individual ineligible for promotion under the Weighted Airman Promotion System for the current promotion cycle.

(PAUSE, THEN SAY:)

Are there any questions about the Privacy Act statement?

(PAUSE FOR QUESTIONS, THEN SAY:)

First, take out your RIP. If it is blank, you will have to fill it in. If your RIP is completed, you will have to verify the information on the RIP.

(PAUSE, THEN SAY:)

Is there anyone who does NOT wish to compete for promotion and does NOT desire to test?

(PAUSE) *If so, you may decline this opportunity to test by entering your signature and today's date in paragraph 2. (TE: Furnish today's date.) (PAUSE)* *By declining to test, you render yourself ineligible for promotion consideration for this cycle, and you will not be able to test again until the next promotion cycle and (for Senior Airmen only) will void your entitlement to separation pay when the separation reason is high year of tenure. (PAUSE)* *Then, bring me your test materials and RIP, and I'll excuse you from this testing session. (TE: When examinees bring you their RIPs, sign and date the "WITNESS/SIGNATURE DATE" line in paragraph 2.)*

(PAUSE, THEN SAY:)

At the top of your RIP, look at the address element. It should include this promotion cycle; your grade; name (last, first, and middle initial); SSN; control AFSC; as well as your organization and office symbol. If any of this information is incorrect, line it out and fill in the correct information. (PAUSE) *Fill in this information if it is not on your RIP.*

(PAUSE, THEN SAY :)

(TE: Read the following directions only when administering the PFE.)

At this time, you must verify the accuracy of your control AFSC. Your control AFSC determines which PFE you are required to take. The control AFSC listed on your RIP must be the control AFSC you held on the promotion eligibility cutoff date. The promotion eligibility cutoff date for individuals competing for promotion is:

- *If promotion is to Staff Sergeant (SSgt), the cutoff date is 31 March.*
- *If promotion is to Technical Sergeant (TSgt) or Master Sergeant (MSgt), the cutoff date is 31 December.*

(TE: There is no need to cover each cycle unless there is an examinee from each cycle testing.)

The PFE has four different versions. Your control AFSC and SKT exemption status are used to determine which version of the PFE you are required to take. If your control AFSC or SKT exemption status is not correct and you do not identify this discrepancy now, you may take the wrong version of the examination. Now is your opportunity to identify this discrepancy. If you do not identify this discrepancy and, as a result, you are erroneously tested, your promotion consideration may be affected for this cycle. Is there anyone in the room whose control AFSC or SKT exemption status indicated on the RIP as of the promotion eligibility cutoff date is incorrect?

You must pay close attention to the following information. I have provided each of you with a listing indicating which version of the PFE is to be taken by each control AFSC (or promotion AFSC00XXX/00XXX for personnel in retraining status). If you are in retraining status and testing PFE only, use promotion AFSC 00XXX/00XXX (not CAFSC). Verify the PFE identification suffix on the cover of your test booklet matches the version of the test required for you. For example, if your control AFSC (or promotion AFSC 00XXX/00XXX for personnel in retraining status) appears under Version A, then ensure 00035A (or 00036A or 00037A, as appropriate) is printed in the cover of your booklet. (NOTE: This is only an example. Use listing to determine actual version.) Is there anyone who is uncertain which version of the PFE he or she must take?

(TE: You must be able to resolve confusion without leaving the room so examinees are confident they are taking the correct version.)

After you begin the test, you will no longer have the opportunity to identify any mistakes in control AFSC, SKT exemption status, or assigned test version. Remember, taking the wrong test version now after being given this opportunity to identify and correct any discrepancy may affect your promotion consideration for this cycle. Is there anyone in the room who needs to identify a discrepancy in control AFSC, SKT exemption status, or assigned test version at this time?

(TE: Take immediate actions to correct any mistakes in assigned test booklets and have the examinee verify his or her control AFSC and assigned test version.)

If everything is correct, place your initials and today's date beside the control AFSC on your RIP at this time.

(PAUSE, THEN SAY:)

(TE: Read the following directions only when administering the USAFSE.)

At this time, you must verify the accuracy of your control AFSC. Your control AFSC determines which USAFSE you are required to take. The control AFSC listed on your RIP must be the control AFSC you held on the promotion eligibility cutoff date. The promotion eligibility cutoff date for individuals competing for promotion is:

- *If promotion is to Senior Master Sergeant (SMSgt), the cutoff date is 30 September.*
- *If promotion is to Chief Master Sergeant (CMSgt), the cutoff date is 31 July.*

(TE: There is no need to cover each cycle unless there is an examinee from each cycle testing.)

The USAFSE has four different versions. Your control AFSC is used to determine which version of the USAFSE you are required to take. If your control AFSC is not correct and you do not identify this discrepancy now, you may take the wrong version of the examination. Now is your opportunity to identify this discrepancy. If you do not identify this discrepancy and, as a result, you are erroneously tested, this may affect your promotion consideration for this cycle. Is there anyone in the room whose control AFSC indicated on the RIP as of the promotion eligibility cutoff date is incorrect?

(TE: Take immediate action to determine correct control AFSC status for those examinees that identify a discrepancy. If determination cannot be made from documents or computer products available in the testing room, or by phone or runner, then reschedule the examinee and send him or her to the promotions office for resolution.)

You must pay close attention to the following information. I have provided each of you with a listing indicating which version of the USAFSE is to be taken by each control AFSC. For everyone, verify the USAFSE identification suffix on the cover of your test booklet matches the version of the test required for you. For example, if your specific control AFSC appears under Version A, then ensure 00038A (or 00039A, as appropriate) is printed on the cover of your booklet. Is there anyone who is uncertain which version of the USAFSE he or she must take?

(TE: You must be able to resolve confusion without leaving the room so examinees are confident they are taking the correct version.)

After you begin the test, you will no longer have the opportunity to identify any mistakes in control AFSC or assigned test version. Remember, taking the wrong test version now after being given this opportunity to identify and correct any discrepancy may impact your promotion consideration for this cycle. Is there anyone in the room who needs to identify a discrepancy in control AFSC or assigned test version at this time?

(TE: Take immediate actions to correct any mistakes in assigned test booklets and have the examinee verify his or her control AFSC and assigned test version.)

If everything is correct, place your initials and today's date beside the control AFSC on your RIP at this time.

(PAUSE, THEN SAY:)

(TE: Read the following instructions for completing the RIP when administering the SKT, PFE, or USAFSE.)

For everyone testing, you need to complete the portion that begins "I was administered the following test(s) on the date(s) indicated." In the space provided, enter today's date. (TE: Furnish today's date.) Enter the AFPT number and revision number (if not preprinted) and the test booklet copy number located on your test booklet front cover.

(TE: Read the following instructions for completing the SPECIAL EQUIPMENT part of the RIP only when administering the SKT. If administering the PFE or USAFSE, tell examinees to skip the SPECIAL EQUIPMENT part of the RIP.)

Next, you are going to complete the *SPECIAL EQUIPMENT* part of your RIP. Look at the front cover of your SKT. **(PAUSE)** If there is a “stop sign” symbol containing the words “*SPECIAL INSTRUCTIONS*” on the front cover, your test requires special equipment or materials (including extra tablespace or oversized illustration inserts), and you should check “*YES*” next to “*SPECIAL EQUIPMENT REQUIRED.*” **(PAUSE)** If your test does not have one of these symbols, you should check “*NO.*” Each of you must place your initials on the line next to the “*SPECIAL EQUIPMENT REQUIRED*” information. You may not use any personal equipment, including calculator watches, under any circumstance.

(PAUSE, THEN SAY:)

If your SKT requires special equipment or materials (including extra tablespace or oversized inserts), you must now check to ensure all required equipment has been issued to you. **(PAUSE)** If your test booklet front cover has a “*SPECIAL INSTRUCTIONS*” symbol on it and you checked “*YES*” for “*SPECIAL EQUIPMENT REQUIRED,*” open your test booklet to the inside front cover and compare the information there with the actual equipment you have been provided. If your booklet is sealed, you may tear the seal now. Check the inside front cover against the outside front covers of the oversized inserts to ensure you have the correct insert(s). **(PAUSE)** If the information matches the equipment identification, check “*YES*” following the “*SPECIAL EQUIPMENT ISSUED*” statement. Then, place your initials on the appropriate line

(PAUSE, THEN SAY:)

Is there anyone who doesn’t have all of the required special equipment or materials (including extra tablespace or oversized illustration inserts) to complete testing? **(PAUSE)** If you don’t, do NOT mark either “*YES*” or “*NO*” for the “*SPECIAL EQUIPMENT ISSUED*” statement, and do NOT initial this portion of your RIP. **(PAUSE)** Please bring me your RIP and other materials, and I will reschedule you for testing at a more appropriate time. **(TE: Reschedule all examinees who do not have the required special equipment or materials.)**

(PAUSE, THEN SAY:)

If you checked “*YES*” for “*SPECIAL EQUIPMENT ISSUED,*” you are indicating you either have all the special equipment necessary for testing or you are waiving your right to use such equipment when taking your SKT. **(PAUSE)** If you don’t have all the special equipment and you checked “*YES,*” you will not be allowed another opportunity to take the SKT. Your scores on this administration of the test will be final. **(TE: If an examinee decides not to test due to lack of equipment but has already checked “YES,” annotate the examinee’s RIP with a note to this effect and then sign and date the RIP somewhere in the margin.)**

(TE: Continue reading the following instructions for completing the RIP when administering the SKT, PFE, or USAFSE.)

Below the *SPECIAL EQUIPMENT* part of the RIP, there appears a “test compromise statement.” **(PAUSE)** Please read this statement now. **(PAUSE)** This indicates you confirm testing and have been briefed that discussion, disclosure, or unauthorized possession of Controlled Test Material is a

violation of Article 92 of the UCMJ, punishable by up to 2 years of hard labor and a dishonorable discharge. **(PAUSE)** Following this statement, fill in today's date: _____. **(TE: Furnish today's date.)** Then, sign your payroll signature.

(PAUSE, THEN SAY:)

Next, you are going to complete each of the blocks on your answer sheet. **(PAUSE)** Use only the number 2 pencils you have been provided. **(PAUSE)** Carefully print and mark all necessary entries on your answer sheet. Be sure to fill the ovals completely, and do not mark outside of them. Examples of correct and incorrect marks are shown at the top of your answer sheet. It is your responsibility to mark your answer sheet properly.

(PAUSE, THEN SAY:)

In the upper left-hand portion of your answer sheet, you will find Block A, labeled LAST NAME (First 5 Letters). Print the first five letters of your last name in these columns. **(PAUSE)** If your last name contains less than five letters, leave the unused column(s) blank. **(PAUSE)** Immediately below, completely darken the ovals containing the corresponding letters.

(PAUSE, THEN SAY:)

In Block B, labeled SOCIAL SECURITY NUMBER, print your SSN without dashes or spaces. **(PAUSE)** Immediately below, completely darken the ovals containing the corresponding numbers. Be sure your SSN is correct.

(PAUSE, THEN SAY:)

In Block C, labeled PAY GRADE, print the number of your present pay grade. **(TE: Examples are senior airman -- 4, staff sergeant -- 5, technical sergeant -- 6, master sergeant -- 7, and senior master sergeant -- 8.)** **(PAUSE)** Immediately below, completely darken the oval containing the corresponding number.

(PAUSE, THEN SAY:)

In Block D, labeled TESTING DATE, print the date: _____. **(TE: Furnish the two-digit number for the current month followed by the two-digit number for the current day.)** **(PAUSE)** Immediately below, completely darken the ovals containing the corresponding month and day.

(PAUSE, THEN SAY:)

In Block E, labeled CYCLE, print the grade number of the promotion cycle for which you are being tested. **(PAUSE)** **(TE: Furnish the grade number(s) of the promotion cycle for which examinees are being tested. Examples are: "5" if examinees are testing for staff sergeant; "6" if examinees are testing for technical sergeant; "7" if examinees are testing for master sergeant; "8" if examinees are testing for senior master sergeant; or "9" if examinees are testing for chief master sergeant.)**

(PAUSE, THEN SAY:)

In Block F, labeled TCO NUMBER, print TCO number _____. **(TE: Furnish examinees your local TCO number. STCOs furnish the TCO number of the TCO who provided the test booklets. For PFEs and SKTs, this number begins with "1" or "7," such as "1001" or "7055." For USAFSEs, it begins with "9," such as "9070.")** **(PAUSE)** Immediately below, completely darken the ovals containing the corresponding numbers.

(PAUSE, THEN SAY:)

Carefully check the date in the middle of the cover of your test booklet indicating when the test is obsolete. If your test is obsolete, your test results will be invalid. Does anyone have an obsolete test? (PAUSE) (TE: Ensure that any examinees with an obsolete test are given a current version and then continue reading instructions.)

(PAUSE, THEN SAY:)

In Block G, labeled BOOKLET NUMBER, copy the test booklet copy number from your test booklet front cover. If the number contains less than five digits, precede the number with zeros. (PAUSE) Immediately below, completely darken the ovals containing the corresponding numbers.

(PAUSE, THEN SAY:)

In Block H, labeled REV. NO., copy the two-digit number from your test booklet front cover. (PAUSE) Immediately below, completely darken the ovals containing the corresponding numbers.

(PAUSE, THEN SAY:)

In Block I, labeled AFPT ID AND SHREDOUT, copy the AFPT number from your test booklet front cover exactly as it appears. Under no circumstance should you copy the test ID from any location other than the front cover of the test booklet. Do not copy it from the test roster or RIP.

(TE: Read the following directions only when administering the PFE or USAFSE.)

Copy the version of the test you are taking (A, B, C, or D) into the “shredout” block.

(PAUSE, THEN SAY:)

Immediately below, completely darken the ovals containing the corresponding numbers and letter. If your test does not have a suffix, leave the last column blank.

(TE: Before dismissing examinees from the testing room, ensure they have copied the AFPT IDs (and Shredouts, if applicable) from their assigned test booklets to Block I exactly as they appear on the test booklet front covers. This is critical because an incorrect ID causes a test answer sheet to reject before scoring.)

(PAUSE, THEN SAY:)

Once we begin the testing session, you may not leave the room for any reason, unless an emergency situation arises requiring evacuation of the entire testing room. Leaving the room for any other reason, including restroom breaks, will result in immediate termination of your test.

(PAUSE, THEN SAY:)

In Block J, read the test compromise and fitness statement, and then sign your payroll signature and fill in today’s date. (TE: Furnish today’s date.) (PAUSE) This indicates you confirm testing; you have been briefed that discussion, disclosure, or unauthorized possession of Controlled Test Material is a violation of Article 92, UCMJ, punishable by up to 2 years of hard labor and a dishonorable discharge; to the best of your knowledge, you are physically fit to take this test today; and you understand the consequences of leaving the testing room for any reason other than an emergency situation requiring evacuation of the entire testing room.

(PAUSE, THEN SAY:)

You have now completed the ID portion of your answer sheet. The remainder of the answer sheet in Block K is for your test question responses. (PAUSE) It is your responsibility to mark your answers properly.

(PAUSE, THEN SAY:)

Is there anything up to this point that you do not understand, or does anyone need additional materials to take the test? (TE: Answer all questions.)

(PAUSE FOR QUESTIONS, THEN SAY:)

Before we begin this testing session, does anyone need to use the restroom or get a drink of water? (PAUSE) If you do, please do so now. (TE: Allow examinees to take a short break if necessary.)

(PAUSE, THEN SAY:)

(TE: Read the following directions only when administering the PFE or USAFSE.)

Remove the wrapper from your sealed test booklet.

(PAUSE, THEN SAY:)

Now, turn to page 1 of your test booklet, and read the directions to yourself while I read them aloud.

DIRECTIONS

There are 100 questions on this test. Each question has four choices. Only one of these choices is the correct answer. Read each question carefully and select the choice that you believe is the correct answer. If you are not sure which one is correct, mark the one you think is correct and go on to the next question. Be sure to answer all questions even if you are not sure of the correct answer. If time allows, you can then go back and review those questions you are unsure of.

The method you use to take this test is your choice. However, if you skip questions and there is an emergency requiring termination of the testing session, you will not be permitted to return to those skipped questions when testing is resumed. Your score will be the percentage of the questions you answer correctly out of the entire test.

(PAUSE, THEN SAY:)

(TE: Read the following directions only when administering the SKT)

*Make **NO** marks on the test booklet. All answers must be made on the answer sheet. Use your scratch paper for any notes or calculations you may need to make during your test. Do not leave stray marks on your answer sheet. If you want to change an answer you have already marked, be sure to completely erase your first mark and then fill in the new answer. You have exactly 1 hour and 45 minutes to complete this test. Do not spend too much time on any one question so that you have time to finish the entire test. If you finish early, you may go back and recheck those questions you are unsure of.*

OR

(TE: Read the following directions only when administering the PFE or USAFSE.)

You may write in your test booklet since it will be destroyed at the end of this testing session. However, you will only get credit for correct answers bubbled in on your answer sheet. If there is an emergency requiring termination of the testing session, you will not be given credit for correct answers circled in the booklet that have not been bubbled in on the answer sheet. All answers must be made on the answer sheet. Use your scratch paper for any notes or calculations you may need to make during your test. Do not leave stray marks on your answer sheet. If you want to change an answer you have already marked, be sure to completely erase your first mark and then fill in the new answer.

You have exactly 1 hour and 45 minutes to complete this test. Do not spend too much time on any one question so that you have time to finish the entire test. If you finish early, you may go back and recheck those questions you are unsure of.

(TE: Read the following directions only when administering the SKT.)

This test was developed by senior noncommissioned officers who have had considerable practical experience in your specialty.

OR

(TE: Read the following directions only when administering the PFE and USAFE.)

This test was developed by chief and senior master sergeants who have had substantial experience as Air Force supervisors, superintendents, and managers.

(PAUSE, THEN SAY:)

*While you are taking your test, if you identify a question that you believe is obsolete or faulty, write the question number on the scratch paper provided and bring this to my attention at the end of the testing session. **(PAUSE)** At that time, I will check to determine if the question has already been identified for deletion from scoring. If not and you have a complaint, you may complete a test query form. **(PAUSE)** This form must be completed before you leave the testing room today. If you leave without filling out a query form you may not return to initiate one at a later time. I will then send your query to the Air Force Occupational Measurement Squadron where it will be evaluated and decided if that particular question is obsolete or faulty. **(PAUSE)** Do not discuss your complaints with anyone other than the TCO, TE, or STCO and do not submit written complaints outside TCO channels.*

(PAUSE, THEN SAY:)

Work entirely by yourself. Do not discuss the contents of the test or the answers with anyone inside or outside this testing room. This includes your commander, supervisor, or trainer; fellow airmen; or any person other than the TCO, TE, or STCO. If you do, you will be held responsible for violation of the security of the test.

(PAUSE, THEN SAY:)

Remember, any unauthorized discussion, disclosure, or possession of Controlled Test Material is a compromise of that material and a violation of Article 92 of the UCMJ. Do you have any questions about what constitutes a test compromise? (TE: Answer all questions.)

(PAUSE FOR QUESTIONS, THEN SAY:)

You have 1 hour and 45 minutes to complete the test. I will tell you how much time you have used every half hour. If you finish early, review your answers, making sure your marks are heavy and black and that all stray marks are completely erased. It is your responsibility to mark your answer sheet properly. When you are finished, quietly bring all your test materials to me. (PAUSE) This completes all directions. Are there any questions before we begin? (TE: Answer all questions.)

(PAUSE FOR QUESTIONS, THEN SAY:)

Turn to page 3 of your test booklet and begin with question Number 1.

(TE: Record the starting time. During the testing session, make sure examinees are marking their answer sheets properly. Every half hour, say:)

You have used up _____.

(Take the following steps for those examinees who complete testing early but continue to observe the examinees who are still testing:

- **Compare the AFPT booklet number in Block G, AFPT revision number in Block H, and AFPT ID (and Shredout, if applicable) in Block I with the test booklet used to complete the test.**
- **Make sure the ID portion of each answer sheet is complete and the examinee signed and dated the test compromise and fitness statement.**
- **Advise an examinee who has identified a question he or she believes is obsolete or faulty to bring this to your attention at the end of the testing session.**
- **Dismiss an examinee only after you have checked the answer sheet and test booklet; accounted for all test materials (including scratch paper, test version listing, maps, or oversized illustration inserts); verified the RIP; and (when necessary) taken completed AFPTs 230.)**

(At the end of the authorized testing session (1 hour and 45 minutes), say:)

Stop! Put your pencils down.

At the end of the testing session, collect the answer sheets, test booklets (including maps and oversized inserts), test version listing, scratch paper, pencils, special equipment, and RIPs. At this time, verify that the examinee has dated and signed the RIP by entering today's date, your TCO account number, and your payroll signature after "TCO AUTHENTICATION." If an examinee reports a question(s) as obsolete or faulty, follow the procedures in Part IV of this instructions booklet.

E. Test Processing Instructions

1. **Check the answer sheets** to ensure data blocks are complete and correctly marked in all ovals for the ID data. Additionally, verify the SSNs in Block B of each answer sheet against the SSNs on the test rosters or machine listings. Also, ensure the test compromise and fitness statements are signed and dated.

2. **Check the test roster** for completeness, accuracy, and compliance with the following instructions:

- a. Redline names of examinees for whom answer sheets are not being forwarded.
- b. Annotate the roster, or include a note explaining any abnormal testing condition.
- c. Complete the return address.
- d. Record the exact number of answer sheets attached to the roster.

e. Package and mail answer sheets in the same sequence as the original roster. Do not use staples, paper clips, or rubber bands to attach answer sheets to the roster.

3. **Ensure certifying and witnessing officials** have signed test roster documenting proper destruction of individually sealed PFE and USAFSE test booklets.

4. **Certify the test roster** by signing your name and grade after the last entry on the roster.

5. **Mail completed answer sheets** with associated test rosters by certified mail or commercially available express-mail service to HQ AFPC/DPPPWT, 550 C Street West, Suite 9, Randolph AFB TX 78150-4711, on a daily basis except in those areas where daily mail service is not possible or when daily mailing would result in an undue increase in workload. However, do not retain completed answer sheets longer than 5 duty days before mailing. Package all Controlled Test Material for mailing according to AFI 36-2605, Chapter 4. **(STCOs forward all test materials to their servicing TCO for processing.)**

6. **Mail completed AFPTs 230** to AFOMS/TEA, 1550 5th Street East, Randolph AFB TX 78150-4449, within 1 duty day of their completion. Handle AFPTs 230 (When Filled In) as Controlled Test Material and mail as “Registered” mail (not “Certified” mail) or commercially available express-mail service. If the AFPT 230 concerns a question from a test classified as Confidential or Secret, identify and handle the AFPT 230 as classified material according to prescribed procedures for handling and mailing classified material (i.e., the classification should be stamped on the top and bottom of the AFPT 230 and on the inner wrapping of the package). **(STCOs include all completed AFPTs 230 with the other test materials when forwarding these materials to the servicing TCO.)**

III. INDIVIDUALLY SEALED TEST BOOKLET DESTRUCTION AND RELATED PROCEDURES

A. Destruction Procedures

1. Used PFE and USAFSE booklets and SKT booklets that require map(s) and/or oversized insert(s), along with the map(s) and/or oversized insert(s), must be destroyed at the completion of the test session and may not be returned to the safe. Do not destroy SKT booklets that do not require map(s) and/or oversized insert(s) after each session because they will be reused. *NOTE: For days when more than one test session is conducted, the PFE and USAFSE booklets must be destroyed at the end of each session. A test session for an E-5, E-6, or E-7 test cycle includes administration of both the SKT and PFE. A test session for an E-8 or E-9 test cycle includes administration of the USAFSE only.*

2. Count all answer sheets and compare to test roster before beginning destruction procedures to ensure all answer sheets are accounted for and no answer sheet is inadvertently destroyed.

3. Certifying and witnessing officials must ensure test booklet serial numbers on the test roster match the serial numbers of the booklets destroyed.

4. The certifying and witnessing officials must verify the PFE and USAFSE booklets are destroyed. These individuals witness, but do not perform, the destruction. *NOTE: Destruction is defined as shredding or burning the booklets.*

5. The certifying and witnessing officials must record their SSNs, date, and sign the following statement on AFPT 237, Testing Roster:

“I hereby certify the PFE/USAFSE booklets listed on this roster were sealed when issued to the examinee and were destroyed upon completion of the test session. I personally witnessed the destruction of these booklets. I make this certification with full knowledge of the penalties under the UCMJ for signing a false official statement.”

6. The test roster with certification statement will serve as the destruction certificate for the booklets. HQ AFPC will provide a copy of the test roster to AFOMS/TEA for updating the Test Material Inventory (TMI).

7. For SKT booklets, follow the established destruction procedures outlined in AFI 36-2605.

B. Related Procedures

1. In case of a test interruption, used PFE and USAFSE booklets may be placed back in the safe until the test session is completed. In cases where destruction is prevented because of power outage or emergency evacuation, booklets may be placed back in the safe and destruction postponed until conditions are back to normal. If either of these situations occurs, always ensure a dated memorandum of explanation signed by the TCO is maintained in the safe with the open PFE and USAFSE booklets.

2. Random inspections should be performed by the MPF commander or MSS commander and may be performed at any time without notice by AFOSI, MAJCOM, or HQ AFPC officials to ensure all PFE and USAFSE booklets in the safe are sealed. This is in addition to the procedures for TMIs, which are still required in accordance with AFI 36-2605.

3. At the end of the normal test administration window, the TCO should retain the required sealed PFE and USAFSE booklets for identified out-of-cycle testing requirements. All other PFE and USAFSE booklets must be destroyed locally following proper test booklet destruction procedures explained in AFI 36-2605, paragraph 4.3. Annotate this destruction on an AF Form 310 (or official memorandum) and forward a copy to AFOMS/TEA.

4. When an unopened PFE or USAFSE booklet with a torn or broken seal is identified, a test compromise investigation must be initiated per the guidelines in AFI 36-2605.

5. If an examinee receives a faulty PFE or USAFSE booklet with unreadable print, missing pages, etc., the examinee should be given another copy of the booklet. Both booklet numbers should be annotated on the test roster and both booklets destroyed at the end of the test session. Identify the unused booklet as faulty on the test roster.

IV. TEST INTERRUPTION INSTRUCTIONS

A. Emergencies. Emergency situations such as fire and bomb threats require immediate evacuation of the testing room. In these cases, note the time elapsed during the testing session, collect test materials as

quickly as possible, and evacuate the testing room. Keep the examinees in a group and remind them discussion of Controlled Test Material is prohibited and violations are punishable under the UCMJ.

1. TEs should carry answer sheets and test booklets with them from the testing facility in the event they are not allowed to reenter the testing facility. This will permit resumption of testing at an alternate site.

2. If the emergency situation is resolved within 30 minutes and all examinees were kept under constant supervision, resume testing using the original answer sheets. Complete testing with the time remaining from the original testing session.

3. If the emergency situation is not resolved within 30 minutes, attempt to locate an alternate testing site so you can resume testing. If you can locate an alternate site, supervise examinees at all times during relocation to this site. After arrival at the alternate site, resume testing using the original answer sheets. Complete testing with the time remaining from the original testing session.

4. If you cannot locate an alternate site, reschedule examinees for later in the day or the next day for completion of the test. **DO NOT ATTEMPT TO PROVIDE A 3-MINUTE REVIEW.**

a. When you resume testing, use a new answer sheet. Indicate, in the block marked "THIS AREA FOR PERSONNEL USE" on the new answer sheet, the last question the examinee answered during the former testing session so only those remaining questions will be answered. On the new answer sheet, line through all answered and unanswered questions during the previous testing session so the examinee does not attempt to respond to those previously answered and unanswered questions.

b. Upon completion of the testing session, have the examinee consolidate his or her responses on the original answer sheet (do not allow the examinee to change any of his or her responses or answer skipped questions from the first testing session). **Double-check the answer sheet, paying particular attention to the accuracy of the examinee ID information.**

5. If you find yourself in a unique situation and are unsure of correct procedures, contact your MAJCOM TCO or HQ AFPC/DPPPWT for specific guidance before taking any action.

B. Non-emergencies. Non-emergencies are situations which create an unfavorable testing environment, such as high noise level, power failure, or extreme heat or cold, but do not require immediate evacuation of the testing room. In these cases, attempt to resolve the problem as quickly as possible. If the situation cannot be resolved quickly, advise examinees to stop testing and explain that circumstances call for interruption of the testing session. Be sure to note the elapsed time.

1. If possible, attempt to locate an alternate testing site so you can resume testing. If you can locate an alternate site, supervise examinees at all times during relocation to this site. After arrival at the alternate site, resume testing using the original answer sheets. Complete testing with the time remaining from the original testing session.

2. If you cannot locate an alternate testing site, advise examinees that they will be rescheduled for testing and provide them an opportunity to review the completed portion of their test for 3 minutes before being dismissed. (NOTE: Administration of a 3-minute review may not be possible during a power outage due to insufficient lighting.) During the 3-minute review, examinees may review the completed portion of their tests, change previously answered questions, and answer questions they skipped. **AFTER YOU DISMISS EXAMINEES FROM YOUR SUPERVISION, DO NOT ALLOW THEM TO REVIEW THE COMPLETED PORTION OF THEIR TEST OR ANSWER SKIPPED QUESTIONS.** When the 3-minute review period is over, collect all testing materials and reschedule examinees for later in the day or the next day for completion of the test.

a. When testing is resumed, use a new test answer sheet. Indicate, in the block marked “THIS AREA FOR PERSONNEL USE” on the new answer sheet, the last question the examinee answered during the first testing session so only those remaining questions will be answered. On the new answer sheet, line through all answered and unanswered questions during the previous testing session so the examinee does not attempt to change or respond to those previously answered and unanswered questions.

b. Upon completion of the testing session, have the examinee consolidate his or her responses on the original answer sheet (do not allow the examinee to change any of his or her responses or answer skipped questions from the first testing session). **Double-check the answer sheet, paying particular attention to the accuracy of the examinee ID information.**

3. If you find yourself in a unique situation and are unsure of correct procedures, contact your MAJCOM TCO or HQ AFPC/DPPPWT for specific guidance before taking any action.

C. Supervision During Test Interruptions. Testing locations should have established test interruption procedures for maintaining supervision of examinees.

Note: If test interruption creates anxiety for an examinee so they are unable to resume testing with focused attention, they can be given a 3-minute review and allowed to complete testing on another day. Ensure examinees understand that they will not be allowed to answer any questions prior to the last question answered before the interruption. Have the examinee report to base medical facility for appropriate documentation and reschedule testing for the earliest possible date. Complete testing with the time remaining from the original testing session and use a new answer sheet as instructed in paragraphs III.B.2.a and III.B.2.b above.

V. INSTRUCTIONS FOR COMPLETING AFPT 230, AFPT QUERY

Follow these procedures if an examinee reports a question(s) as obsolete or faulty:

- Check the Obsolete/Faulty Question Listing to determine if the question has been identified for deletion from scoring.
- Give the examinee an AFPT 230 (if the question has not been identified for deletion and the examinee has a justifiable complaint).
- Read the following instructions aloud to the examinee:

(START:)

Complete this form following the instructions on the front side. If you have any questions, hold them until the end of the testing session.

- Allow the examinee to complete the AFPT 230 before leaving the testing facility.
- Suspend a partially completed AFPT 230 for 5 workdays from the date the examinee takes the test. Do not allow examinees who return to complete PART IV access to test booklet. If the examinee does not return to complete PART IV within 5 workdays but the AFPT 230 contains information in either the QUERY JUSTIFICATION or SOURCE REFERENCE blocks of PART IV, mail the form to AFOMS/TEA. Destroy as Controlled Test Material AFPTs 230 which do **not** contain a source reference or justification. Examinees may only return to complete PART IV of an AFPT 230 that was initiated during the testing session. They may not return to initiate a new AFPT 230 after leaving the testing room.
- Complete PART II of the form after the examinee has completed PARTs I and IV. In the REPLY TO ATTN OF block, type or mechanically print your complete mailing address (organization/office

symbol, TCO account number, station, State, and ZIP + 4). You may also use an address stamp or a preprinted label. Do not hand-write your address.

- STCOs should include the AFPT 230 with the other test materials returned to the servicing TCO unless the examinee wants to return within 5 workdays to complete PART IV. After 5 workdays STCOs should forward to TCO. The servicing TCO completes PART II of each form received from the STCO.

This concludes all instructions for administering Air Force promotion tests and related materials. If you have questions or need guidance, contact your MAJCOM TCO or HQ AFPC/DPPPWT for further information. It is imperative you follow all procedures correctly to ensure equity and fairness of promotion testing for all examinees.